



FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact North Geelong Secondary College on 03 5240 5800 or north.geelong.sc@education.vic.gov.au.

PURPOSE

To ensure the college community understands our approach to first aid for students.

SCOPE

First aid for anaphylaxis is provided for in our school's *Anaphylaxis Policy* and asthma in our *Asthma Policy*.

POLICY

This policy should be read in conjunction with the *First Aid, Administration of Medication, Anaphylaxis, and Asthma* policies.

From time-to-time staff might need to administer first aid to students at college or college activities.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

Staffing

The Principal will ensure that North Geelong Secondary College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the college community.

Our college trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training. They are also named on the Summary First Aid Office Registry along with the currency of training compiled by the college Occupational Health and Safety Representative. This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First aid kits

North Geelong Secondary College will maintain:

- A major first aid kit which will be stored in the Administration Office and/or Sick Bay
- At least 18 portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
 - in sick bay and various locations around the college, including IT, Science, Food Tech, Wood Tech, Sub Schools, L office, Geelong English Language Centre

First Aid Officers will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits – refer to [First aid kits](#).

Care for ill students

Students who are unwell should not attend the college.

If a student becomes unwell during the day, they may be directed to the sick bay and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

First aid room/sick bay area

Our college follows the Department's policy and guidance in relation to our sick bay area to ensure it is safe, hygienic and appropriately equipped: First aid rooms and sick bays.

First aid management

If there is a situation or incident which occurs at the college or a college activity which requires first aid to be administered to a student:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time.
- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If first aid is administered for a minor injury or condition, North Geelong Secondary College will notify parents/carers via a phone call or Compass notification.
- If first aid is administered for a serious injury or condition, or in an emergency situation, college staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practicable.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, college staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Whenever first aid treatment has been administered to a student, North Geelong Secondary College will:
 - record the incident on CASES21
 - If first aid was administered in a medical emergency, follow the Department's Reporting and Managing School Incidents Policy, including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126 and/or the Departments Security Service Unit on 03 98596266 where required to under that policy.

In accordance with guidance from the Department of Education, analgesics, including paracetamol and aspirin, will not be stored at the college or provided as a standard first aid treatment. This is because they can mask signs of serious illness or injury.

COMMUNICATION

This policy will be communicated to our college community in the following ways:

- Available publicly on our college website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Reminders in our college newsletter
- Hard copy available from college administration upon request

FURTHER INFORMATION and resources

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- Anaphylaxis

- Asthma
- Blood Spills and Open Wounds Management
- OHS Management System (OHSMS) Employee Health, Safety and Wellbeing
- Health Care Needs
- Infectious Diseases
- Medication
- Syringe Disposals and Injuries

The following college policies are also relevant to this First Aid Policy:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

POLICY REVIEW and APPROVAL

Policy last reviewed	26/02/2024
Approved by	Principal
Next scheduled review date	Before 02/2028